

Mission Manor at Ray Ranch

Homeowner's Association

Board Meeting Minutes

November 19, 2018

Members present: Ross Thomas, Gerry DaRosa, Warren White, Rick Palmatier

Other attendees: Layla Vossoughi (TCPM)

Members absent: Jose Davila (excused)

Location: Third Base (formerly "Nate's Third Base")

The meeting was called to order at 7:10 p.m.

Minutes: The meeting minutes from 9/12/2018 were reviewed & approved on R. Thomas motion, W. White second, APPROVED unanimously

Treasurer's report: W. White reviewed the financial report, the Board discussed the likely transfer of additional funds to the Reserve Account at the year's end. Report accepted on unanimous CONSENT

-- the Board questioned the billings from both AYR and CAM for pet clean-up supplies (\$36 /mo from AYR, 2 invoices of approximately \$250 from CAM) – TCPM to research

On the discussion regarding responsibility for re-supplying the pet station bags, reference was made to a 3-ring binder with all of the contracts (some historical) that the Association has with vendors. The Board noted these have been provided, in draft form, over the years – TCPM will e-mail the current (signed) contracts to the Board for reference.

Old business: The Board reviewed & discussed the bids for the repair & repainting of the southern perimeter wall, including the metal trim on several properties. Of interest is the length of the warranty on each bid. On motion of R. Thomas to award to Metzger's Painting (bid #15548, \$10,150), second by G. DaRosa, APPROVED unanimously

Paint scheme update: Dunn Edwards has prepared an updated binder, with more lighter base options as requested. One color chip (#4 on each scheme) was proposed as "trim only" which was significantly darker in tone – the consensus of the Board was that these samples should only be used as trim, the other options in each of the palettes would be acceptable on an interchangeable basis. On motion of R. Thomas to approve, W. White second, APPROVED unanimously

-- TCPM to scan the binder for posting to our own web page rather than relying exclusively on a link to the Dunn Edwards page

Tree planting: decision item from 9/12/18 was tabled by e-mail discussion, performance concerns regarding AYR

Architectural: no items for review

New business: The updated insurance proposal and contract renewal for CAM resources were reviewed, and signed on UNANIMOUS consent

The CPA proposal, from Ginsburg & Dwaileebe, was reviewed & the nature of last year's annual audit discussed. In light of the higher focus last year, the Board accepted the letter contract for a compilation review on motion of W. White, R. Thomas second, APPROVED unanimously

Landscape maintenance: The Board discussed its frustration with the performance standards by AYR Landscaping. The attention to detail from the work crews is not in keeping with the standard of care & philosophy from the initial presentation by the principles with AYR. There seems to be minimal attention to the west & southern sides of the property, their reports reflect attention that is not apparent or noted in the complaints from homeowners, and the pruning style does not seem to be in compliance with the standards noted in the contract (several drastic trim backs which have not recovered, plants growing inside of other plants).

-- The Board discussed wanting to meet with the leadership of AYR, on site, to walk the property to point out concerns. Proposed dates/times are: 12/1, at 3:00 pm, 12/15, at 12:00 noon. TCPM will coordinate.

-- The Board also discussed the contract provision for the period of service, and possible termination authority.

-- on motion of R. Palmatier to approve & extend the contract, R. Thomas second, APPROVED unanimously

There being no need to move to Executive Session, the meeting was adjourned at 8:10 p.m. on R. Thomas motion, W. White second, APPROVED unanimously

NEXT MEETING: January 9, 2019, Third Base restaurant

Submitted by: R. Palmatier,

Approved: